

**EXHIBIT A-1**

**MONTANA BOARD OF HOUSING  
MORTGAGE CREDIT CERTIFICATE (MCC) PROGRAM**

**APPLICATION FOR MCC ISSUANCE**

**Reservation Loan Number** \_\_\_\_\_

**LENDER** \_\_\_\_\_ **MORTGAGOR** \_\_\_\_\_

**Address** \_\_\_\_\_ **Property Address** \_\_\_\_\_

**City** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Lender Code** \_\_\_\_\_ **County** \_\_\_\_\_

Within 45 business days of the date on the Note, this "Application for MCC Issuance" with the following documents needs to be submitted to secure MCC Issuance:

**LENDER USE**

**MBOH USE**

- |     |                          |                                                                                                                                              |     |                          |
|-----|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------|
| 1.  | <input type="checkbox"/> | Lender's check payable to MBOH (identifying borrower/MCC Loan #)                                                                             | 1.  | <input type="checkbox"/> |
| 2.  | <input type="checkbox"/> | Copy of the completed Loan Application                                                                                                       | 2.  | <input type="checkbox"/> |
| 3.  | <input type="checkbox"/> | Copy of the Sales Contract signed by all parties                                                                                             | 3.  | <input type="checkbox"/> |
| 4.  | <input type="checkbox"/> | Verification of current Gross Annual Family Income                                                                                           | 4.  | <input type="checkbox"/> |
| 5.  | <input type="checkbox"/> | Executed Buyer's Notice of Potential Benefits (Exhibit F)                                                                                    | 5.  | <input type="checkbox"/> |
| 6.  | <input type="checkbox"/> | Buyer's signed Federal Income tax returns for previous three years (if located in a Non-Targeted area)                                       | 6.  | <input type="checkbox"/> |
| 7.  | <input type="checkbox"/> | Copy of executed Note                                                                                                                        | 7.  | <input type="checkbox"/> |
| 8.  | <input type="checkbox"/> | Copy of all pages of HUD-1 including borrower's, sellers' and settlement agent's signature                                                   | 8.  | <input type="checkbox"/> |
| 9.  | <input type="checkbox"/> | Copy of the recorded Deed of Trust                                                                                                           | 9.  | <input type="checkbox"/> |
| 10. | <input type="checkbox"/> | Copy of appraisal, or equivalent                                                                                                             | 10. | <input type="checkbox"/> |
| 11. | <input type="checkbox"/> | Signed Mortgagor's Affidavit and Certification (Exhibit B)                                                                                   | 11. | <input type="checkbox"/> |
| 12. | <input type="checkbox"/> | Signed Seller's Affidavit and Certification (Exhibit C)                                                                                      | 12. | <input type="checkbox"/> |
| 13. | <input type="checkbox"/> | Original or copy of signed "Notice to Mortgagor of Maximum Recapture Tax and of Method to Compute Recapture Tax on Sale of Home" (Exhibit H) | 13. | <input type="checkbox"/> |

- |                              |                                                               |                              |
|------------------------------|---------------------------------------------------------------|------------------------------|
| 14. <input type="checkbox"/> | Signed Notice of Reservation Fee Refund Guideline (Exhibit D) | 14. <input type="checkbox"/> |
| 15. <input type="checkbox"/> | Signed Recapture Notice to Mortgagor (Exhibit G)              | 15. <input type="checkbox"/> |

**MCC ISSUANCE (to be completed by Lender)**

<hr/>	
(Date loan closed)	
<hr/>	
<hr/>	<hr/>
(Borrower's Name)	(Co-Borrower's Name)
<hr/>	
<hr/>	<hr/>
(Mailing Address)	(City, State, Zip)
<hr/>	
<hr/>	<hr/>
(Property Address)	(City, State, Zip)
<hr/>	
(Mortgage amount at closing)	
<hr/>	
(Lender Authorized Signature)	

**MBOH Use only**

<hr/>
Date Approved
<hr/>
(MBOH Authorized Signature)